ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

ePASS On-line Training   Page 01 of 02   Index   Exit   Menu   Next

Welcome to ePASS On-line Training

Please click **Menu** (upper right) to select a course and topic.

If this is your first time using the training, click **Next** (upper right) to learn more about this training.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

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— ePASS Course Introduction—

Welcome to the ePASS County Security Delegate course.

The topics in this course are designed to help you learn how to use ePASS to complete the business processes that are required for county security delegate activities.

The Department of Health & Family Services has worked with county and other business partners to identify a specialized user we call the "Security Delegate" who are responsible for managing the Wisacwis user accounts. Only Security Delegates, back-up delegates and DHFS staff with security responsibilities will be authorized to access and process requests through this application.

There are five topics to complete for Intake:

- Introduction
- New Request
- Change Request
- Explore
- Password Reset
- Delete Request

Click **Next** to begin the introduction to ePASS.

```
ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin          [_][□][×]
  Module: ePASS
  Topic:  Overview                        Page 02 of 11        Index   Exit  Menu   Prev  Next
```

— Topic Introduction —

The web-based eWiSACWIS Production Access Security System (ePass) is a tool to be used by the Department of Health & Family Services, Division of Children and Family Services and its key business partners to facilitate the security and access request processing needs. The system automates:

- Requests for security access for new workers
- Changes in information for existing workers
- Password changes for existing workers
- Deletion of an inactive worker from the system

Supervisors create or update worker information in WiSACWIS. County Security Delegates then submit requests in ePass on behalf of their county workers. DHFS WiSACWIS Security Officers will review and approve the requests then forward the requests to DHFS network security staff for appropriate setup.

Once a request is complete, email notifications are sent to the county worker, supervisor and Security Delegate. The Security Delegate can also view the status of their request via ePass.

Click **Next** to continue.

State of Wisconsin   -   Department of Health and Family Services   -   Division of Children and Family Services

wisconsin.gov home   state agencies   subject directory

Department of Health & Family Services   Programs & Services │ Partners & Providers │ Licensing │ Reference Center │ Search

Please log in

Please enter your username and password

Username: [   ]

Password: [   ]

Login   Reset

Forgot your password?   Request a Wisconsin User ID and F

Each time you log into ePASS, you will need to enter your State of WI login id and password.

Only those workers identified as the security delegate who have submitted the proper request for authorization will be able to log into ePASS. If you believe you should be able to log in, but cannot, contact the Security Liaison or the Helpdesk.

To self-register for a Wisconsin ID and password, you can click on the link: Request a Wisconsin User ID and Password found on the ePASS home page below the Login button.

To receive access to ePASS, submit your new State ID and request for ePASS to epass@dhfs.state.wi.us.

Back to top | About | Contact | Disclaimer | Privacy Notice   Click **Next** to continue.
Wisconsin Department of Health and Family Services

ep01_05   Login

http://apps3.dhfs.state.wi.us/wisacwis/knowledge_web/index.htm   DHFS Service Desk 866-335-2180

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS
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May 5, 2003
2:28:08 PM
ePASS 0.48

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

Hello Barbie Brown   **Organization: Brown County**

eWiSACWIS Production Acc

My Queue - Open

Your queue is curre

Wherever you are in ePASS, you will have access to navigation tools you can use to complete work in ePASS. You will also have a set of other useful links at your fingertips. There are three main navigation sections on each page:

1. The top DHFS bar
2. The side ePASS bar
3. The bottom information bar

Click one of the three highlighted areas for more information about the contents of that part of the screen.
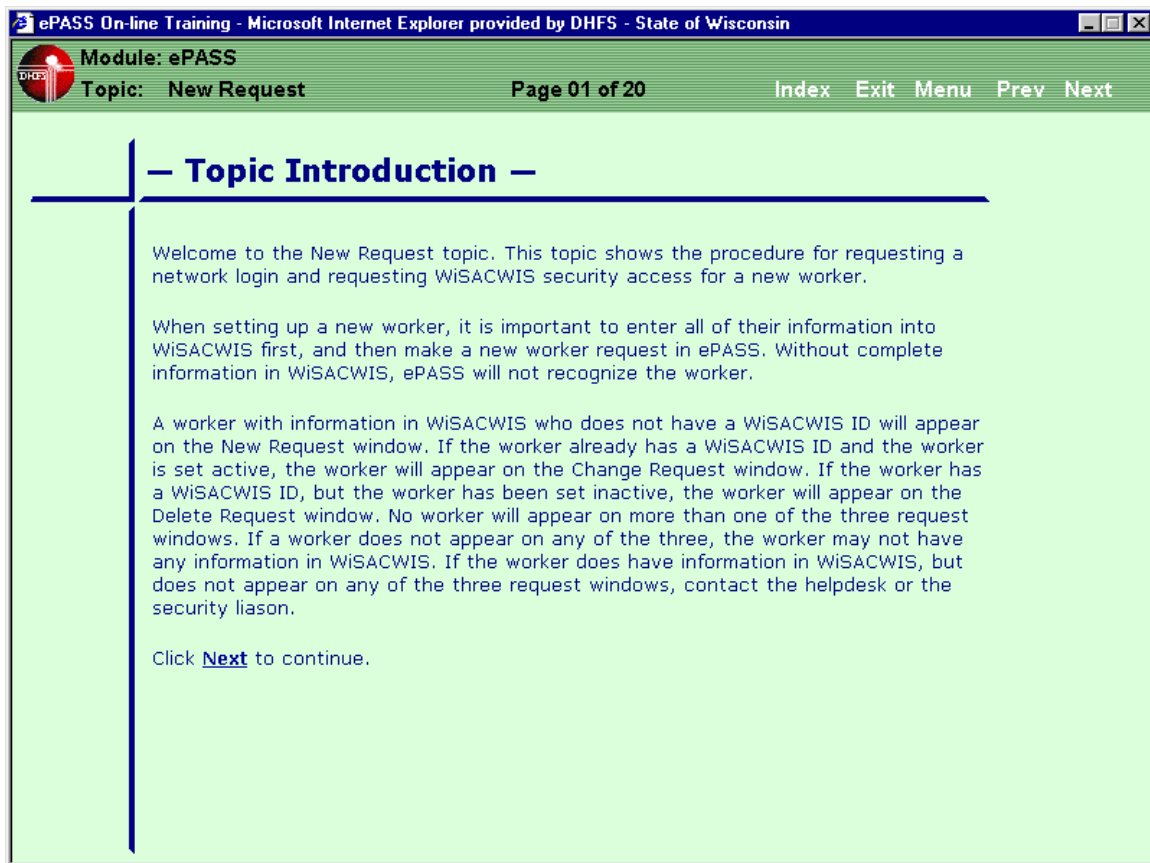
When finished, click **Next** to continue.

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ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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wisconsin.gov home   state agencies

Department of Health & Family Services.   Pro

May 21, 2003
12:57:22 PM
ePASS 0.50

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

Hello Barbie Brown

eWiSACWI

My

When you first log into ePASS, you will see your queue. Your queue includes any work you submitted that has been returned to you for more work or for clarification. Everything in your queue requires some attention from you.

Clicking on the description next to Request ID will open an information screen on this task, including comments on why it was returned.

Clicking on the open button will open the window where corrections or clarifications can be completed.

Click **Change Request for Lila Oberlin** to continue.

Organiza

Request ID: 760- Change Request for Lila Oberlin Login:mcafeel					
Brown County			Open	05/21/2003	
Action	**Description**	**User**	**Role**	**Opened**	**Closed**
open	Update Account Request	Brown, Barbie	SecurityDelegate	05/21/2003	

Request ID: 768- Change Request for Priscilla Queen Login:queenp					
Brown County			Open	05/21/2003	
open	Update Account Request	Brown, Barbie	SecurityDelegate	05/21/2003	

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ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: New Request   **Page 01 of 20**   Index   Exit   Menu   Prev   Next

— Topic Introduction —

Welcome to the New Request topic. This topic shows the procedure for requesting a network login and requesting WiSACWIS security access for a new worker.

When setting up a new worker, it is important to enter all of their information into WiSACWIS first, and then make a new worker request in ePASS. Without complete information in WiSACWIS, ePASS will not recognize the worker.

A worker with information in WiSACWIS who does not have a WiSACWIS ID will appear on the New Request window. If the worker already has a WiSACWIS ID and the worker is set active, the worker will appear on the Change Request window. If the worker has a WiSACWIS ID, but the worker has been set inactive, the worker will appear on the Delete Request window. No worker will appear on more than one of the three request windows. If a worker does not appear on any of the three, the worker may not have any information in WiSACWIS. If the worker does have information in WiSACWIS, but does not appear on any of the three request windows, contact the helpdesk or the security liason.

Click **Next** to continue.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: New Request   **Page 04 of 20**   Index   Exit Menu   Prev   Next

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May 5, 2003   **Hello Barbie Brown**   **Organization: Brown County**
2:28:08 PM   eWiSACWIS Production Access Security System
ePASS 0.48

                                   My Queue - Open Work Items

Welcome

My Queue   Your queue is currently empty.
Explorer

                                   Click on the **New Request** link on the left side bar to
New Request   begin processing a new request.
Change Request
Delete Request   You can begin processing a new worker request by
                                   clicking New Request from any window in ePASS.
Password Reset

Log out

                     Back to top | About | Contact | Disclaimer | Privacy Notice | Feedback
                        Wisconsin Department of Health and Family Services.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS
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May 5, 2003
2:28:47 PM
ePASS 0.48

Hello Barbie Brown   **Organization: Brown County**

eWiSACWIS Production Access Security System

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

New Request
New Request > **Select Worker** > Security Requirements

Name	Worker ID	Email	Work Phone	Location	Job Class
George Abercrombie	9225007	abercrog@co.brown.wi.us	(920) 456-9872	Brown - Green Bay	CPS Case Manager
Emma Barley	9225009	barleye@co.brown.wi.us	(920) 556-5424	Brown - Green Bay	Kinship Care Worker
Anna Fitch	9225011		(920) 654-2135	Brown - Green Bay	Access Intake Worker

Can

If you are unable to find the worker in this list or no workers
is correct in WiSACWIS.

The following worker details are required for each request t

- New Requests: Worker is active but does not have a
- Change Requests:Worker is active and has a WiSACWIS userid.
- Delete Requests:Worker is inactive and has a WiSACWIS userid.
- New and Change Requests require a valid worker email address and work phone number.

The only workers listed on the New Request
screen are those who have information in
WiSACWIS, but who have not yet been given a
WiSACWIS ID through ePASS.

When you change an email address, work phone,
location or job class in WiSACWIS, the worker's
information will automatically change here.

When finished, click **Next** to continue.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS
Topic: New Request   Page 10 of 20   Index Exit Menu Prev Next

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Department of Health & Family Services.   Programs & Services | Partners & Providers | Licensing | Reference Center | Search

May 5, 2003
2:41:18 PM
ePASS 0.48

Hello Barbie Brown   **Organization: Brown C**
eWiSACWIS Production Access Security System

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

New Request for George Abercrombie
New Request > Select Worker > **Security Requirements**

Worker Information

Worker	Supervisor
Name: George Abercrombie (9225007)	**Name:** Isabella Ibanez
Email: abercrog@co.brown.wi.us	**Email:** ibanezi@co.brown.wi.us
Work #: (920) 456-9872	**Work #:** (920) 555-0052
Job Class: CPS Case Manager	
Security Group:	Congratulations, you have entered the request correctly
Location: Brown - Green Bay	Always check your work before clicking the submit
Worker Type: County	button. Once you submit work, the request cannot be

Security Information

Effective Date: 03/19/2003   m

Requested Login: abercrog

Congratulations, you have entered the request correctly
Always check your work before clicking the submit
button. Once you submit work, the request cannot be
retracted. If you submit information in error, fix the
problems and submit again, indicating that the security
liason should ignore the previous submission, then
contact the security liason or the helpdesk and let them
know what happened.

Click the **Submit Request** button.

Access Required:

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Change Request   **Page 01 of 14**   Index   Exit   Menu   Prev   Next

— Topic Introduction —

Welcome to the Change Request topic. This topic walks through the procedure for recording worker information that has changed in WiSACWIS, and for changing the security access of a worker that already exists in the ePASS system.

When changing information for a worker, it is important to make any WiSACWIS changes first, if any, and then make changes in ePASS.

A worker with information in WiSACWIS who does not have a WiSACWIS ID will appear on the New Request window. If the worker already has a WiSACWIS ID and the worker is set active, the worker will appear on the Change Request window. If the worker has a WiSACWIS ID, but the worker has been set inactive, the worker will appear on the Delete Request window. No worker will appear on more than one of the three request windows. If a worker does not appear on any of the three, the worker may not have any information in WiSACWIS. If the worker does have information in WiSACWIS, but does not appear on any of the three request windows, contact the helpdesk or the security liason.

Click **Next** to continue.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Change Request   **Page 04 of 14**   **Index   Exit   Menu   Prev   Next**

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May 5, 2003
2:28:08 PM
ePASS 0.48

Hello Barbie Brown   **Organization: Brown County**

eWiSACWIS Production Access Security System

My Queue - Open Work Items

Welcome

**My Queue
Explorer**

Your queue is currently empty.

**New Request
Change Request
Delete Request**

When you first log into ePASS you will be in your queue. To begin a Change Request task from anywhere in ePASS, click the Change Request link.

Password Reset

Perform this step:

Log out

1.   On the **Left Sidebar**, click the **Change Request** link

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Wisconsin Department of Health and Family Services.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin   ▢▢▢

Module: ePASS

Topic: Change Request   **Page 05 of 14**   Index   Exit Menu   Prev Next

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Department of Health & Family Services.   Programs & S

	The Change Request window looks very much like the New Request window. Name, worker ID, email, work phone, location and job class information will be readily available.
May 15, 2003 11:06:45 AM ePASS 0.48	**Hello Barbie Brown** eWiSACWIS Pro When finished, click **Next** to continue.

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

Change Request

Change Request > **Select Worker** > Security Requirements

Name	Worker ID	Email	Work Phone	Location	Job Class
Isabella Ibanez	9225008	ibanezi@co.brown.wi.us	(920) 555-0052	Brown - Green Bay	Human Services Director
Lila Oberlin	9225012	oberlinl@co.brown.wi.us	(920) 565-4879	Brown - Green Bay	CPS Disposition Supervisor
Priscilla Queen	9225013	queenp@co.brown.wi.us	(920) 986-5456	Brown - Green Bay	CPS Disposition Case Manager
Ben Tran	9225015	tranb@co.brown.wi.us	(920) 426-8587	Brown - Green Bay	CPS Case Manager

Cancel

If you are unable to find the worker in this list or no workers were found then please verify that the worker information is correct in WiSACWIS.

The following worker details are required for each request type:

- New Requests: Worker is active but does not have a WiSACWIS userid yet.
- Change Requests:Worker is active and has a WiSACWIS userid.
- Delete Requests:Worker is inactive and has a WiSACWIS userid.
- New and Change Requests require a valid worker email address and work phone number.

State of Wisconsin   -   Department of Health and Family Services   -   Division of Children and Family Services

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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Topic: Change Request   Page 11 of 14   Index   Exit Menu   Prev Next

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Department of Health & Family Services.   Programs & Servic

May 15, 2003   Hello Barbie Brown
11:07:39 AM
ePASS 0.48   eWiSACWIS Pro

Check your work carefully. When you are satisfied you
have not made any mistakes, submit the change
request.

To submit the change request, perform this step:

1. Click the **Submit Request** button

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

Change Request for Lila Oberlin
Change Request > Select Worker > **Security Requirements**

Worker Information

Worker		**Supervisor**
Name: Lila Oberlin (9225012)	☑ Changed	**Name:** Isabella Ibanez
Email: oberlinl@co.brown.wi.us	☑ Changed	**Email:** ibanezi@co.brown.wi.us
Work #: (920) 565-4879	☐ Changed	**Work #:** (920) 555-0052
Job Class: CPS Disposition Supervisor	☑ Changed	
Security Group: Eau Claire County Only - County CPS Sup - Eau Claire		
Location: Brown - Green Bay		
Worker Type: County		

Security Information

Effective Date: 05/05/2003   mm/dd/yyyy

Requested Login: oberlinl   ☑ Change

Current Login: mcafool

http://apps3.dhfs.state.wi.us/wisacwis/knowledge_web/index.htm   DHFS Service Desk 866-335-2180

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS
Topic: Explore   **Page 01 of 14**   Index   Exit Menu   Prev Next

— Topic Introduction —

Welcome to the Explore topic. This topic shows the procedure for exploring the requests submitted through ePASS. By using Explore, you can see all of the requests that have been submitted in ePASS, view what kind of request it was, where it is in the process and any comments that may be attached to it.

Explore will show all requests, including new requests, change requests, password change requests and delete requests. However, you will only have access to see requests submitted by members of your security group. Generally that means that you will only be able to see requests submitted by your county security delegate or any backup county security delegates. Sometimes, you may see requests submitted by the security liason or another state DCFS worker on behalf of a county's security delegate.

Click **Next** to continue.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin					_ □ ×

Module: ePASS

Topic: Explore   **Page 05 of 14**   **Index   Exit Menu   Prev   Next**

wisconsin.gov home   state agencies   subject

Department of Health & Family Services.   Programs & Servi

May 15, 2003
12:04:40 PM
ePASS 0.48

Hello Barbie Brown

eWiSACWIS Producti

The explorer page is seperated into two parts. The top portion includes search criteria and buttons to perform a search. The bottom portion includes search results.

In ePASS you are able to change the search criteria to increase your chance of finding exactly what you are looking for.

Click **Next** to continue.

Welcome

My Queue
Explorer

New Request

Change Request
Delete Request

Password Reset

Log out

Queue Explorer

Request:	Any	Opened:	Thru:	Search:
Status:	Open	Closed:	Thru:	
Actions:	Hide All			Search Reset

Organization	Status	Opened	Closed
Request ID: 601- New Request for George Abercrombie Login:			
Brown County	Open	05/05/2003	
Request ID: 610- New Request for Emma Barley Login:			
Brown County	Open	05/05/2003	
Request ID: 618- New Request for Anna Fitch Login:			
Brown County	Open	05/05/2003	
Request ID: 644- New Request for Emma Barley Login:			
Brown County	Open	05/05/2003	
Request ID: 653- New Request for Emma Barley Login:			
Brown County	Open	05/05/2003	
Request ID: 662- Change Request for Lila Oberlin Login:mcafeel			
Brown County	Open	05/05/2003	

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Explore   **Page 08 of 14**   **Index   Exit   Menu   Prev   Next**

wisconsin.gov home   state

Department of Health & Family Services.

May 5, 2003	**Hello Barbie Brown**
3:19:06 PM	eV
ePASS 0.48	

Each result includes four columns and two rows. The first row shows the request id, name and login id. The request id is a unique tracking number given to each request. The name and login are for the worker effected by the request.

The second row shows what organization the worker is with, what status the request is in, when it was opened and when it was closed. If the request is still open, the closed column will be blank.

Click **Next** to continue.

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

Request:	Any ▼	**Opened:** 05/05/2003	**Thru:** 05/05/2003	**Search:**
Status:	Any ▼	**Closed:**	**Thru:**	
Actions:	Hide All ▼			Search Reset

Organization	Status	Opened	Closed
Request ID: 601- New Request for George Abercrombie Login:			
Brown County	Open	05/05/2003	
Request ID: 610- New Request for Emma Barley Login:			
Brown County	Open	05/05/2003	
Request ID: 618- New Request for Anna Fitch Login:			
Brown County	Open	05/05/2003	
Request ID: 644- New Request for Emma Barley Login:			
Brown County	Open	05/05/2003	
Request ID: 653- New Request for Emma Barley Login:			
Brown County	Open	05/05/2003	
Request ID: 662- Change Request for Lila Oberlin Login:mcafeel			
Brown County	Open	05/05/2003	

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Explore   **Page 10 of 14**   Index   Exit Menu   Prev   Next

wisconsin.gov home   state agencies   subject dir   The results below change to match the criteria used
                                                              once the Search button is clicked.

Department of Health & Family Services.   Programs & Service Click **Next** to continue.

May 5, 2003   **Hello Barbie Brown**   **Organization: Brown County**
3:18:46 PM
ePASS 0.48   eWiSACWIS Production Access Security System

Welcome
                           Queue Explorer   Requests Found:6
                    Request: Any ▼   **Opened:** 05/05/2003 **Thru:** 05/05/2003   **Search:**
My Queue
Explorer   **Status:** Closed ▼   **Closed:**   **Thru:**
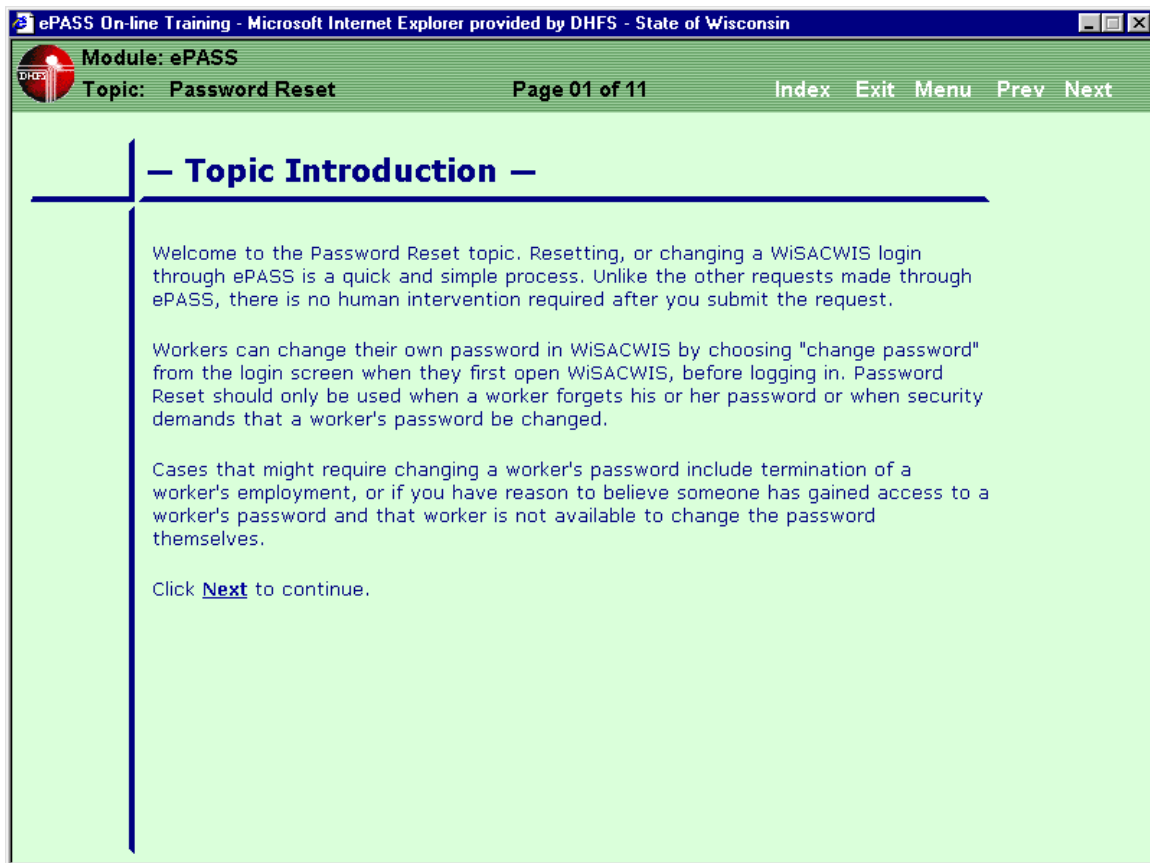
New Request   **Actions:** Hide All ▼   Search   Reset

Change Request
Delete Request   **Organization**   **Status**   **Opened**   **Closed**
                  Request ID: 627- Change Request for Lila Oberlin Login:mcafeel
Password Reset   Brown County   Closed   05/05/2003   05/05/2003
                  Request ID: 671- Reset Password Request for Priscilla Queen Login:queenp
Log out   Brown County   Closed   05/05/2003   05/05/2003
                  Request ID: 681- Reset Password Request for Ben Tran Login:tranb
                      Brown County   Closed   05/05/2003   05/05/2003
                  Request ID: 691- Reset Password Request for Charles Xavier Login:xavierc
                      Brown County   Closed   05/05/2003   05/05/2003
                  Request ID: 701- Reset Password Request for Isabella Ibanez Login:ibanezi
                      Brown County   Closed   05/05/2003   05/05/2003
                  Request ID: 711- Reset Password Request for Ben Tran Login:tranb
                      Brown County   Closed   05/05/2003   05/05/2003

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Password Reset   **Page 01 of 11**   Index   Exit Menu   Prev Next

— Topic Introduction —

Welcome to the Password Reset topic. Resetting, or changing a WiSACWIS login through ePASS is a quick and simple process. Unlike the other requests made through ePASS, there is no human intervention required after you submit the request.

Workers can change their own password in WiSACWIS by choosing "change password" from the login screen when they first open WiSACWIS, before logging in. Password Reset should only be used when a worker forgets his or her password or when security demands that a worker's password be changed.

Cases that might require changing a worker's password include termination of a worker's employment, or if you have reason to believe someone has gained access to a worker's password and that worker is not available to change the password themselves.

Click **Next** to continue.

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Module: ePASS
Topic: Password Reset   **Page 04 of 11**   **Index   Exit Menu   Prev   Next**

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Department of Health & Family Services.   Prog

May 5, 2003
2:28:08 PM
ePASS 0.48

Hello Barbie Brown
                    eWiSACWIS

Welcome

When you first log into ePASS you will be in your queue. To begin a Password Reset task from anywhere in ePASS, click the Password Reset link.

Perform this step:

1. On the **Left Sidebar**, click the **Password Reset** link

My Queue
Explorer

                    Your queue is currently empty.

New Request
Change Request
Delete Request

Password Reset

Log out

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Wisconsin Department of Health and Family Services.

State of Wisconsin   -   Department of Health and Family Services   -   Division of Children and Family Services

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin   _ □ ✕

Module: ePASS

Topic: Password Reset   **Page 07 of 11**   Index   Exit Menu   Prev   Next

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Department of Health & Family Services.   Programs & Serv

May 15, 2003   **Hello Barbie Brown**
11:44:54 AM
ePASS 0.48   **eWiSACWIS Product**

Welcome

My Queue
Explorer

New Request
Change Request
Delete Request

Password Reset

Log out

Reset Password

Reset Password Request > Select Worker >

Worker Information

Worker	
Name: Priscilla Queen (9225013)	
Email: queenp@co.brown.wi.us	
Work #: (920) 986-5456	**Work #:** (920) 555-0052
Job Class: CPS Disposition Case Manager	
Security Group: Angela Seichter Only - County Ongoing 2 - Eau Claire	
Location: Brown - Green Bay	
Worker Type: County	

Security Information

Note: Password resets take immediate affect upon submission of this request

Current Login: queenp

New Password: [   ]
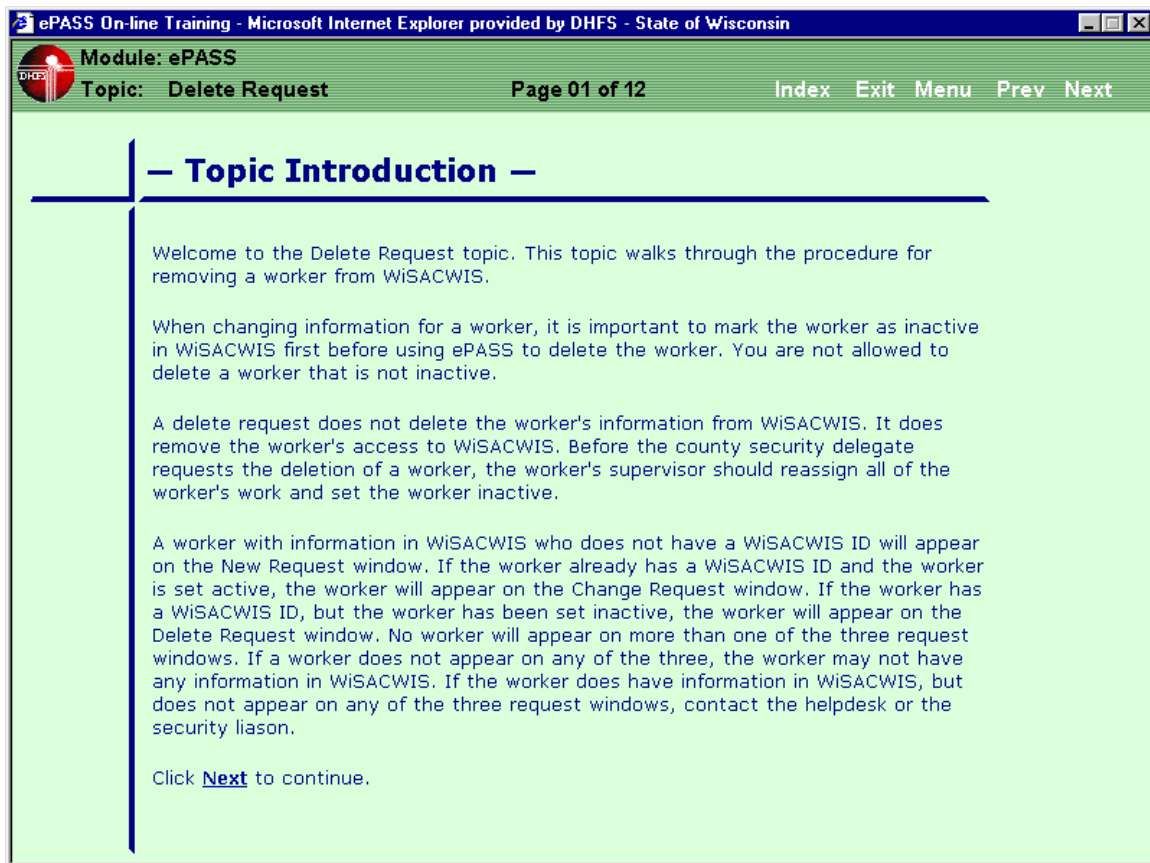
To change Priscilla Queen's password, simply enter and confirm the new password, iluvepass. Do not try and cut and paste between the password fields, type the password in each time. For training purposes, we will show you what you are typing in the password field. In ePASS, each character would appear as an "x" when typed.

Perform these steps:

1. Type **iluvepass** in the **New Password** field
2. Type **iluvepass** in the **Confirm New Password** field
3. Click the **Submit Request** button

http://apps3.dhfs.state.wi.us/wisacwis/knowledge_web/index.htm   DHFS Service Desk 866-335-2180

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Delete Request   **Page 01 of 12**   Index   Exit Menu   Prev Next

— Topic Introduction —

Welcome to the Delete Request topic. This topic walks through the procedure for removing a worker from WiSACWIS.

When changing information for a worker, it is important to mark the worker as inactive in WiSACWIS first before using ePASS to delete the worker. You are not allowed to delete a worker that is not inactive.

A delete request does not delete the worker's information from WiSACWIS. It does remove the worker's access to WiSACWIS. Before the county security delegate requests the deletion of a worker, the worker's supervisor should reassign all of the worker's work and set the worker inactive.

A worker with information in WiSACWIS who does not have a WiSACWIS ID will appear on the New Request window. If the worker already has a WiSACWIS ID and the worker is set active, the worker will appear on the Change Request window. If the worker has a WiSACWIS ID, but the worker has been set inactive, the worker will appear on the Delete Request window. No worker will appear on more than one of the three request windows. If a worker does not appear on any of the three, the worker may not have any information in WiSACWIS. If the worker does have information in WiSACWIS, but does not appear on any of the three request windows, contact the helpdesk or the security liason.

Click **Next** to continue.

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Delete Request   **Page 04 of 12**   **Index   Exit Menu   Prev Next**

wisconsin.gov home   state agencies   subject directory

Department of Health & Family Services.   Programs & Services | Partners & Providers | Licensing | Reference Center | Search

May 5, 2003
2:28:08 PM
ePASS 0.48

Hello Barbie Brown   **Organization: Brown County**
eWiSACWIS Production Access Security System

Welcome

My Queue - Open Work Items

My Queue
Explorer

Your queue is currently empty.

New Request
Change Request
Delete Request

Password Reset

Log out

When you first log into ePASS you will be in your queue. To
begin a Password Reset task from anywhere in ePASS, click
the Password Reset link.

Perform this step:

1.   Click the **Delete Request** link to continue

Back to top | About | Contact | Disclaimer | Privacy Notice | Feedback
Wisconsin Department of Health and Family Services.

ep06_06   Delete Request

```
ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin          [_][□][X]
```

Module: ePASS

Topic: Delete Request   **Page 06 of 12**   **Index   Exit Menu   Prev Next**

wisconsin.gov home   state agencies   subject directory

Department of Health & Family Services.   Prog | The Delete Request window shows all of the inactive workers available
| for Deletion. Basic information about each worker is listed to the right o
May 5, 2003   **Hello Barbie Brown** | the worker's name. Clicking on a worker's name brings up the Delete
3:23:59 PM | Request window for the worker.
ePASS 0.48   eWiSACW |
| Perform this step:
Welcome |
| 1. In the **Delete Request** box, click the **Charles Xavier** link
Delete Request > **Select Worker >**

My Queue
Explorer

Name	Worker ID				
Worker BROWN	9221120	roberi@dhfs.state.wi.us		Brown - Green Bay CPS Case Manager	
Supervisor Brown	9221109	roberi@dhfs.state.wi.us		Brown - Green Bay Intake & Assessment Suprv.	
Charles Xavier	9225014	xavierc@co.brown.wi.us	(920) 892-8928	Brown - Green Bay CPS Disposition Supervisor	

New Request
Change Request
Delete Request

Cancel

Password Reset

Log out   If you are unable to find the worker in this list or no workers were found then please verify that the worker information is
correct in WiSACWIS.

The following worker details are required for each request type:

- New Requests: Worker is active but does not have a WiSACWIS userid yet.
- Change Requests:Worker is active and has a WiSACWIS userid.
- Delete Requests:Worker is inactive and has a WiSACWIS userid.
- New and Change Requests require a valid worker email address and work phone number.

ep06_08   Delete Request

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ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin   ⬛❌

Module: ePASS

Topic: Delete Request   **Page 08 of 12**   **Index   Exit   Menu   Prev   Next**

wisconsin.gov home   state agencies

Department of Health & Family Services.   Pr

To submit a delete request for Charles Xavier, simply enter the effective date, 05/10/2003, then click the Submit Request button.

Perform these steps:

1. Type **05/10/2003** in the **Effective Date** field
2. Click the **Submit Request** button

May 5, 2003	**Hello Barbie Brown**
3:24:13 PM	
ePASS 0.48	eWiSACW

Welcome

Delete Request for Charles Xavier

Delete Request > Select Worker > **Security Requirements**

My Queue
Explorer

┌─ **Worker Information** ──────────────────────────────

New Request
Change Request
Delete Request

Worker	Supervisor
Name: Charles Xavier (9225014)	**Name:** Isabella Ibanez
Email: xavierc@co.brown.wi.us	**Email:** ibanezi@co.brown.wi.us
Work #: (920) 892-8928	**Work #:** (920) 555-0052
Job Class: CPS Disposition Supervisor	
Security Group: Case Support Worker - Ongoing	
Location: Brown - Green Bay	
Worker Type: County	

Password Reset

Log out

┌─ **Security Information** ─────────────────────────────

Effective Date: [   ] mm/dd/yyyy

[Submit Request]   [Reset]   [Cancel]

State of Wisconsin   -   Department of Health and Family Services   -   Division of Children and Family Services

ePASS On-line Training - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Module: ePASS

Topic: Delete Request   **Page 12 of 12**   Index   Exit Menu Prev

— ePASS Summary —

That concludes online instruction for ePASS. For more details on ePASS and how it can be used, consult your ePASS training materials. If you continue to have questions, please contact the helpdesk or the security liason.

If you wish to review one of the ePASS topics, click the menu button on the top menu bar and choose a new topic. If you wish to exit this tutorial, click the X on the top right corner of the window.